Process	***Create a GAAPACTUAL Non-reversing Journal***
Process Number	*GL – 020*

Description of Process

Enter a GAAPACTUAL journal using Reversal option of "None." This is a regular journal that will only update the GAAPACTUAL ledger. The Reversal option is located in the Header Panel of the Journal Entry – Base Currency panel group. The reversal option of "None" assumes no automatic reversal of this entry. This is the default. No Control Totals are entered on the Totals Panel.

Input to Process

Journal is written up, signed, assigned a number and approved. The journal is then entered into PeopleSoft.

Output of Process

Journal with reversal option is ready to Edit, Budget Check and Post in overnight processing.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Journal Entry

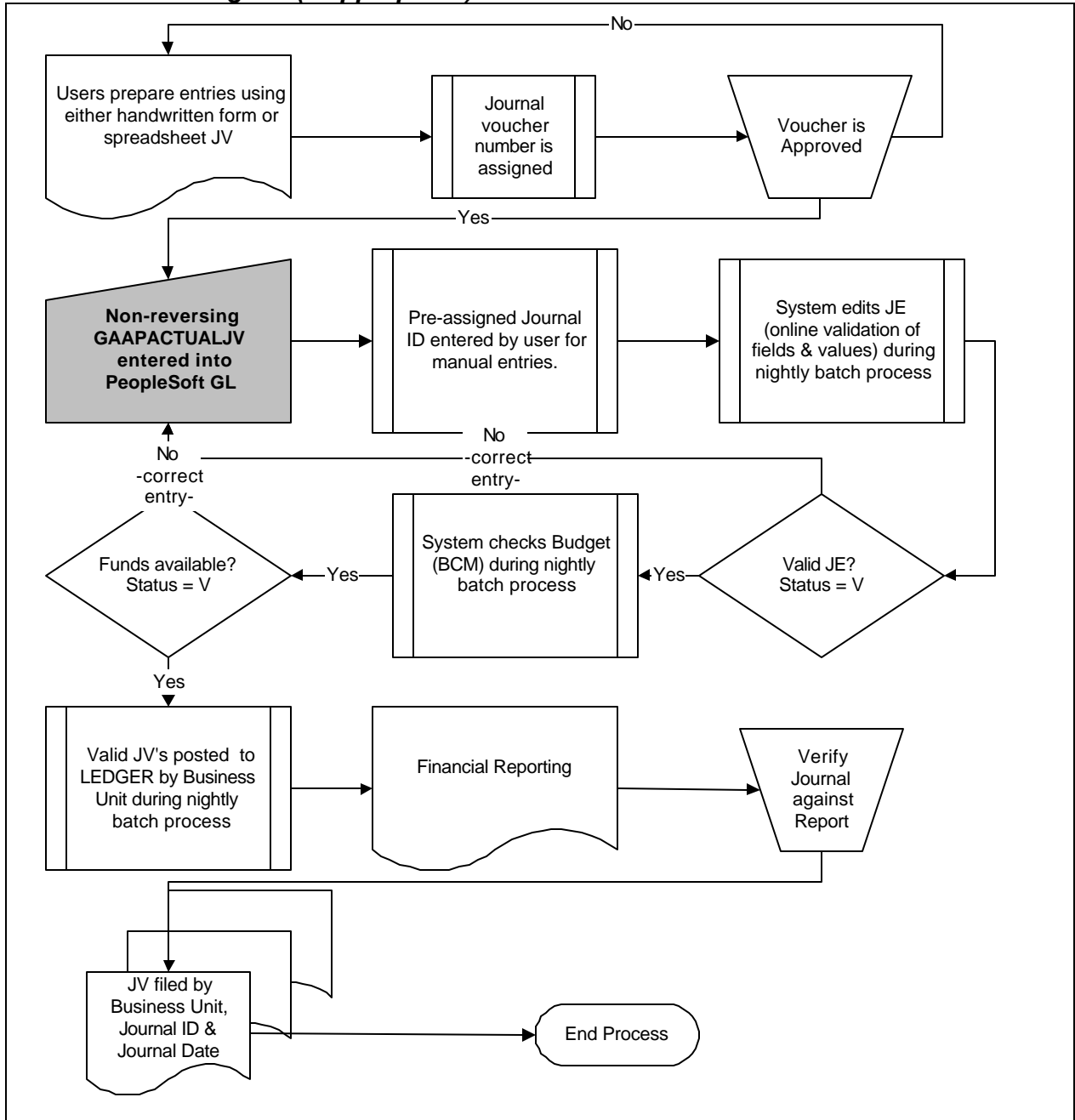## Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Create identifiers for the journal Enter the Business Unit, General Ledger Journal ID and the journal date for your particular journal. These three fields represent the key fields for all journals. The date will default to today date, but can be modified as needed. Also, if you want to make an entry to a previous accounting period, you should use the last day of the period to which you want the journal to post.	Agency
Step 2: Complete information on Header Panel Select GAP as the source from the Source Field drop down box. The available options are as follows: MAN = Regular Journal GAP = GAAP Only Journal FED = FEDS Only Journal Select GAAPACTUAL as your ledger. By default the ledger group selected will be ACTUALS. Your reversal option will default to "none".	Agency
Step 3. Enter a Long Description Enter a long description to identify the nature of the journal.	Agency
Step 4: Enter ChartField Information On the Lines Panel you will enter all of your ChartField information. You will enter the Account, Fund, Organization, Program, Sub-Classification, Budget Year, Project/Grant, and Amount for each line in your journal. All fields are required.	Agency
Step 5: Verify Totals Even though you have not entered Control Totals for this journal, you should go to the Totals Panel and verify that you are in balance. In addition to balancing by debits and credits, Business Unit, Fund, and Program must balance on all journals or the journal will not pass the Edit Process.	Agency
Step 6: Correct any identified errors	Agency
Step 7: Save the Journal The journal is now ready to go through Edit, Budget Checking, and Post process in the nightly batch cycle.	Agency

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

```
                                          ──────── No ────────────────────┐
         ┌──────────────────┐      ┌────────────┐         ┌──────────┐     │
   ┌────▶│ Users prepare     │─────▶│ Journal    │────────▶│ Voucher  │     │
   │     │ entries using     │      │ voucher    │         │ is       │─────┘
   │     │ either handwritten│      │ number is  │         │ Approved │
   │     │ form or           │      │ assigned   │         └──────────┘
   │     │ spreadsheet JV    │      └────────────┘              │
   │     └──────────────────┘         ───── Yes ────────────────┘
   │              │
   │              ▼
   │     ┌──────────────────┐      ┌────────────┐         ┌──────────────┐
   │     │ Non-reversing    │      │ Pre-assigned│        │ System edits JE│
   │     │ GAAPACTUALJV     │─────▶│ Journal ID │────────▶│ (online        │
   │     │ entered into     │      │ entered by │         │ validation of  │
   │     │ PeopleSoft GL    │      │ user for   │         │ fields & values)│
   │     └──────────────────┘      │ manual     │         │ during nightly │
   │         No                    │ entries.   │         │ batch process  │
   │       -correct                └────────────┘         └──────────────┘
   │        entry-              No -correct entry-                │
   │     ┌──────────┐      ┌────────────┐         ┌──────────┐     │
   │     │ Funds    │◀─Yes─│ System     │◀───Yes──│ Valid JE?│◀────┘
   └─────│ available?│     │ checks     │         │ Status=V │
         │ Status=V │     │ Budget(BCM)│         └──────────┘
         └──────────┘     │ during     │
              │           │ nightly    │
             Yes          │ batch      │
              ▼           │ process    │
         ┌──────────┐     └────────────┘
         │ Valid JV's│     ┌────────────┐         ┌──────────┐
         │ posted to │     │ Financial  │         │ Verify   │
         │ LEDGER by │────▶│ Reporting  │────────▶│ Journal  │
         │ Business  │     └────────────┘         │ against  │
         │ Unit during│                          │ Report   │
         │ nightly   │                           └──────────┘
         │ batch     │                                │
         │ process   │                                │
         └──────────┘                                 │
              ┌───────────────────────────────────────┘
              ▼
         ┌──────────┐
         │ JV filed │         ┌─────────────┐
         │ by       │────────▶│ End Process │
         │ Business │         └─────────────┘
         │ Unit,    │
         │ Journal ID│
         │ & Journal│
         │ Date     │
         └──────────┘
```

Process Signoff

Tested By
Date Tested